

# Quotation Request //

## US Government Publishing Office

Southeast Region  
infosoutheast@gpo.gov  
Washington DC 20401-0000

**JACKET:724-267**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 06/12/2023**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>**  
**Contractor must provide mandatory W-9 form before GPO makes payment.**

---

**TITLE:** DOCUMENT 7468 | PRINT ALIGNMENT TEMPLATE | (CAT. NO 11035X)  
**QUANTITY:** 750 Forms (Templates)

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to (404) 605-9160.

**TRIM SIZE:** 9 x 12"

**FORM NO:** DOCUMENT 7468 CATALOG 11035X  
**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 06/14/2023  
Deliver complete (to arrive at destination) by 09/15/2023  
F.O.B. destination

- Deliver a total of 750 copies to three addresses on or before September 15, 2023 - see "DISTRIBUTION" section for complete addresses and quantity breakdowns.

**NOTE:** All deliveries must be completed via traceable means with signature verification. Contractor is responsible for maintaining a shipping log that includes the contact, address, quantity ordered, and tracking/pro number(s) for each destination. Contractor must email shipping log to Erika Bryant ([Erika.J.Bryant@irs.gov](mailto:Erika.J.Bryant@irs.gov)), Traci Cobb ([tcobb@gpo.gov](mailto:tcobb@gpo.gov)), and the GPO Southeast Region Office ([infosoutheast@gpo.gov](mailto:infosoutheast@gpo.gov)) on day of shipping. Include GPO Jacket Number & IRS Requisition Number in the subject line of the email.

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

Form prints type, screen, line art, and rule matter in Black ink on the face only. NOTE: Ink must not smear, chip, rub off, or wipe away either by scratching or through constant use.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. See Below:

- Purchase Order and print file (see "ELECTRONIC MEDIA") will be emailed to the contractor upon award.

- One previously printed sample to be used for substrate and ink match.

- IRS carton shipping label (Form 6153) to complete ELECTRONICALLY will be furnished by IRS via e-mail after award (in a ZIP file with Form 2040)\*\*\*. See "PACKING" for additional labeling instructions.
- IRS Form 2040 in a fillable PDF file format will be furnished by IRS via e-mail after award (in a ZIP file with IRS Carton Shipping Labels)\*\*\*.

\*\*\* Contractor is required to have Adobe Acrobat 7.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive via email and open file attachments compressed into a WinZIP (.zip) file format.

The contractor is required to complete and email IRS Form 2040 daily to the IRS when shipping begins. Any delay or missed input could result in delay of payment. IRS Form 2040 is in a fillable PDF file format. The majority of the information in the form will be filled in by the IRS prior to being sent to the contractor. The contractor is responsible for the verification and correctness of information supplied back to IRS. Contractor must read instructions furnished with IRS Form 2040 which instructs the contractor on how to complete and submit the form. Please contact Erika Bryant (Erika.J.Bryant@irs.gov) for any questions or if there is any missing or incorrect information.

#### ELECTRONIC MEDIA:

- PLATFORM: Unknown
- SOFTWARE: One PDF file will be provided. NOTE: 1) File is setup on 10 x 13" page size with trim marks indicated. 2) Reproduction size/printed image MUST match PDF (i.e. - no distortion, reduction, enlargement, or skewing of the image will be accepted).
- COLOR(s): May be identified as RGB, CMYK, and/or Black. Contractor to convert all colors to spot color Black.
- FONTS: All fonts are Embedded and/or Embedded Subset.
- OUTPUT: High resolution (minimum 150 line screen) output required.

NOTE: GPO Imprint does NOT print on this order!

#### ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverables) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, any proprietary file formats other than those supplied, unless specified by the Government.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order Clear Acetate, 7 mil. Stock MUST be completely transparent.

**COLOR OF INK:** Ink Must Contain a Minimum of 20% Vegetable Oil  
Black

NOTE: Ink must not smear, chip, rub off, or wipe away either by scratching or through constant use.

**PRINT PAGE:** One Side Only

**MARGINS:**

Follow file setup - inadequate (less than 1/4") gripper on the head and foot; adequate gripper on the right and left margins. NOTE: Reproduction size/printed image MUST match PDF (i.e. - no distortion, reduction, enlargement, or skewing of the image will be accepted).

**PROOFS:**

Deliver the following prior-to-production samples(\*) to the department on or before July 6, 2023.

Notes: 1) Prior-to-production samples must be delivered via Fed-Ex or UPS. Once priors have shipped, contractor must email the tracking numbers to Erika Bryant (Erika.J.Bryant@irs.gov) and Traci Cobb (tcobb@gpo.gov). 2) The proof container/documentation must be marked "TIME SENSITIVE TEST SAMPLES" and must include the GPO jacket number & IRS form number. 3) Contractor must return all Government furnished materials with the proofs.

Contractor is responsible for all costs incurred in the delivery of the proofs. All proofs will be withheld not longer than 2 workday(s) from date of receipt by the Government\*\* to date contractor receives proof approval/disapproval (via email).

**\*\*NOTE:** The date of receipt by the Government is NOT considered the first workday.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print" via email.

(\*) **PRIOR-TO-PRODUCTION SAMPLES:** The prior-to-production samples requirement for this contract is not less than ten (10) printed construction samples. Each sample shall be printed and constructed as

specified and must be of the size, kind, and quality that the contractor will furnish.

Prior-to-production samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

The Government will approve, conditionally approve, or disapprove the samples. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. **SAMPLE(S) WILL NOT BE RETURNED TO THE CONTRACTOR.** All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities are to be manufactured.

**BINDING:**

Trim 4 sides.

**PACKING:**

Shipments must be packed in UNIFORM quantities per carton\*. \*Contractor must NOT deviate from the specified quantity.

All cartons must be packed solid with a maximum weight of 32 lbs per carton. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200p.s.i, minimum. Carton bottoms may be glued, stapled, or sealed with polyester tape (2 to 3 inches width, not reinforced), minimum 12kNm (65 lbs./inch) traverse tensile strength. If stapled, the cartons may only be stapled on the bottom and/or side; no staples are to be used on top. Cartons are to be sealed at the top with paper or polyester tape (2 to 3 inches width,

not reinforced). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced. NOTE: Packing peanuts/beads are not acceptable carton fillers.

\*In some cases, there may be one carton with an odd quantity due to the quantity packed per carton not dividing equally in the quantity ordered. The label for that single carton **MUST** be labeled accurately with the carton quantity (see CARTON LABELING for electronically correcting label quantity). Place that odd carton at the top of the load.

**CARTON LABELING:** Contractor must reproduce shipping carton label at 100% on white paper from furnished PDF file, fill in appropriate fields and securely attach one label to each carton. NOTE: Carton labels contain barcodes; therefore, dot matrix printing is **NOT** acceptable.

All cartons must have IRS Shipping label affixed to one carton end only (never top, long side, or bottom). On cartons shipped via small package carrier (SPC), affix the SPC label on top of carton on the end nearest to IRS label. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the IRS. Use of any other label is prohibited and may be cause for rejection of reimbursement for any expenses incurred to correct use of improper labels.

The following must be updated **ELECTRONICALLY** by the contractor, when not entered by IRS on the PDF label using Adobe Acrobat 7.0. **DO NOT MAKE HAND-WRITTEN UPDATES TO THE LABEL UNDER ANY CIRCUMSTANCES.**

--Carton # of #  
--From Address  
--To Address  
--Carton Quantity

If requested, the contractor must send an electronic PDF proof of label prior to reproducing.

**FAILURE OF THE CONTRACTOR TO COMPLETE THE PDF LABEL ELECTRONICALLY WILL RESULT IN THE SHIPMENT BEING REJECTED AND RE-LABELED AT THE CONTRACTOR'S EXPENSE.**

If a "0" is pre-filled in on the furnished PDF label, then contractor **MUST** change the "0" to reflect actual quantity inside cartons. Contractor must ensure that all cartons have the same quantity. The carton count field in the PDF file is directly linked to the barcode field; therefore, the contractor must press "enter" or "tab" after entering the quantity in order for the quantity to be reflected in the barcode. All changes to the carton count field **MUST** be made in the electronic label (not hand filled in) to whatever the true carton quantity is so that it is reflected on the label in both the quantity and barcode fields. NOTE: In the case of one carton with an odd quantity due to the quantity packed per carton not dividing equally into the quantity ordered, the label for that single carton must also be updated electronically to reflect the true quantity per carton.

Automated "Carton # of #" fields: To print the correct number of labels for each address with sequential

carton numbers, input in the total number of cartons and press "Print Labels" button. Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing labels.

**PACKAGING AND PACKING PROBLEMS:** In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used or securely attached, cartons not being packed solid, incorrect pallets, or pallets not being layered right). The delivery will either be returned to the contractor to be corrected or the contractor may be billed by GPO for the amount that accrued in fixing the problem by an outside vendor.

"Mislabeling" means any error on the carton label, which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton, or has any missing information, or is not securely attached.

**DISTRIBUTION:**

Deliver ten prior-to-production samples to: IRS Correspondence Production Services, ATTN: Brian Wischmeyer (313-234-1377), 985 Michigan Avenue, Detroit, MI 48226.

- F.O.B. Destination - Deliver on or before September 15, 2023:
- Deliver 250 copies to: IRS Correspondence Production Services, ATTN: Brian Wischmeyer (313-234-1377), 985 Michigan Avenue, Detroit, MI 48226.
  - Deliver 250 copies to: IRS/Amentum Bus Dep CPSW Whse, ATTN: James Blodnick (801-620-6248), 112 N 700 W, Bldg 4B, Ogden, UT 84404-1313.
  - Deliver 250 copies to: IRS, 3rd CPS Site, ATTN: Alphonso Reyna (309-556-5016), 2525 Revenue Drive, Bloomington, IL 61705-2500.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

- Inspection Levels (from ANSI/ASQC Z1.4):
- (a) Non-destructive Tests -- General Inspection Level I.
  - (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

Attribute Specified	Specified Standard	Alternate Standard*
P-7 Type Quality and Uniformity	Approved Priors	File Setup

\*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following

financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

**NOTE:** Vendors are expected to submit invoices within 30 days of job shipping/delivery.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**Attachment(s):** NONE